



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Meeting Date: 09.04.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Call to Order, Opening Prayer, Pledge of Allegiance

Attachments: No

Description: General activities to open the meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

MOTION MADE BY:

_____ S. Spencer
_____ A. Byrd
_____ D. Styron
_____ B. Swindell
_____ D. Tunnell

MOTION SECONDED BY:

_____ S. Spencer
_____ A. Byrd
_____ D. Styron
_____ B. Swindell
_____ D. Tunnell

Vote:

S. Spencer
A. Byrd
D. Styron
B. Swindell
D. Tunnell

Aye

Nay



Hyde County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: 09.04.2012

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Agenda

Attachments: Yes

Description: Agenda for Meeting.

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

MOTION MADE BY:

_____ S. Spencer
_____ A. Byrd
_____ D. Styron
_____ B. Swindell
_____ D. Tunnell

MOTION SECONDED BY:

_____ S. Spencer
_____ A. Byrd
_____ D. Styron
_____ B. Swindell
_____ D. Tunnell

Vote:

S. Spencer
A. Byrd
D. Styron
B. Swindell
D. Tunnell

Aye

Nay



Since 1712

HYDE COUNTY BOARD OF COMMISSIONERS
Tuesday, September 4, 2012 - 6 PM
Hyde County Courthouse Multi-purpose Room
30 Oyster Creek Road, Swan Quarter, NC
and the
Ocracoke School Commons Area
120 School House Road, Ocracoke, NC

AGENDA

CALL TO ORDER, OPENING PRAYER

Chrm. Spencer

CONSIDERATION OF AGENDA

Chrm. Spencer

APPROVAL OF MINUTES FROM THE AUGUST 6, 2012 MEETING

Chrm. Spencer

PUBLIC HEARINGS

1) FY-12 CDBG Funding

Kris Noble

PUBLIC COMMENTS

The public comment period is a time for the public to make comments to the County Commissioners. Comments should be kept to three (3) minutes and should be directed to the entire board and not to an individual Commissioner, staff member or member of the public. Time for one person to speak cannot be used by another person. Comments that reflect the need for assistance are typically continued to a future Board meeting agenda.

EMPLOYEE RECOGNITION (none)

ITEMS OF CONSIDERATION

1) Hyde County FY2012 PDM Project Budget Ordinance Amendment

Kris Noble

2) Hyde County Transit FY11-12 and FY12-13 ROAP Funding Revision

Beverly Paul

3) ECBH Commitment to Hyde County ADAP

Cindy Ehlers

4) BHM Regional Library

Ed Modlin

5) Historic Courthouse Lease

Kris Noble

6) Chris Williams - Subdivision Variance Request

Kris Noble

7) GovDeals Surplus Items

Andrea Gregory

8) Appointments - Mainland Occupancy Tax Board

Commissioners

- | | |
|--|-------------|
| 9) Region 9 Community Transformation Project Grant Application | Kris Noble |
| 0) Lease with Forest Service for Tanks at Airport | Mazie Smith |
| 11) Scenic Byways Signs Grant Match | Mazie Smith |
| 12) Public Safety Center Indoor Air Quality | David Mason |
| 13) Letter - Request for FEMA Assistance | Mazie Smith |

BUDGET MATTERS

Administrative Transfers

- | | |
|-------------------|--|
| 1) Health - PHP&R | Transfer from Equipment line to Computer Program Update line to provide access to State's Progress Check System Coordinator's computer |
| 2) Health - MAP | Transfer from Revenue - NC Office of Rural Health - MAP to Dues and Fees line for required license fee |

Transfers by Board

- | | |
|-------------------|---|
| 3) Health - PCM | Transfer from various lines to establish PCM Program lines |
| 4) Health - CC4C | Transfer from various lines to increase HCHD funding for CC4C services |
| 5) Health - CTP | Transfer from Revenue - Region 9 CTP LHD Grant to various lines to establish program |
| 6) Health - NCDOT | Transfer from Revenue - NC DOT5310 Grant to Contract - Hyde County Transit to establish program |
| 7) Finance | Transfer from JCPC line to various lines to better track JCPC expenses |
| 8) S&W - Streams | Transfer from S/W Special Grants and Projects to Stream Cleanup for the purpose of storm debris removal |

MANAGEMENT REPORTS

The Commissioners and County Manager will share with the public their various activities and ideas for continuous improvement of government services to the citizens.

PUBLIC COMMENTS

The public is invited to use this time to make comments to the County Commissioners on items discussed during this meeting and/or matters not discussed earlier in the meeting.

CLOSED SESSION (if required)

JPPLEMENTAL INFORMATION

Department Reports

- 1) Health Department
- 2) Animal Control
- 3) Public Information Officer (PIO)
- 4) Human Resources

Other Information

- 1) 2012 Albemarle Regional Solid Waste Management (ARSWMA) Budget

MEETING CALENDAR

EMPLOYMENT ANNIVERSARIES



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Sharon Spencer

Title: Chairman

Agency/Dept.: Board of Commissioners

Item Title: Consideration of Minutes

Attachments: Yes

Description: Minutes of the meeting held on August 6, 2012

Times Read: First

Impact on Budget: None

RECOMMENDATION: Approve

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

	Yea	Nay
A. Byrd	____	____
B. Swindell	____	____
D. Styron	____	____
D. Tunnell	____	____
S. Spencer	____	____

1 **Meeting Minutes**

2 **Board of County Commissioners**
3 **Hyde County**

4
5 **August 6, 2012**

6 Chairwoman Sharon Spencer called the regular meeting of the Hyde County Board of
7 Commissioners to order at 6:00 PM on Monday, August 6, 2012 in the Hyde County
8 Government Center, Multi-Use Room, and the Ocracoke School Commons Room using
9 electronic conferencing equipment. The following members were present on the mainland:
10 Commissioners Anson Byrd, Sharon Spencer and Barry Swindell; Attorney Fred Holscher;
11 Deputy Clerk to the Board Lois Stotesberry; and, members of the public. The following
12 members were present on Ocracoke: Commissioner Darlene Styron and Dick Tunnell; Deputy
13 Clerk Jamie Carter; and, members of the public. County Manager Mazie Smith attended via
14 conference phone from UNC-School of Government in Chapel Hill.

15 Following pledge of allegiance and opening prayer by Commissioner Byrd, the meeting was
16 called to order.

17 **Agenda:**

18 Chairwoman Spencer asked for any changes to the August 6, 2012 meeting Agenda as presented
19 by the Clerk. Commissioner Swindell moved to approve the agenda as presented by the Clerk
20 with addition of Item 5(a) – Introduction of Planning Director Assistant; Item 8(a) – ADAP
21 Center – ECBH Letter; Item 10(a) 40-Hours Special Leave for 2012-2013; and, Item 14(a)
22 Surplus Property on Ocracoke. Mr. Byrd seconded the motion. The motion passed on the
23 following vote:

24 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

25 **Consideration of Minutes:**

26 Chairwoman Spencer asked for approval of meeting minutes.

27 Commissioner Byrd moved to approve the July 16, 2012 regular meeting minutes as presented
28 by the Clerk. Mr. Tunnell seconded the motion. The motion passed on the following vote:

29 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

30 **Public Comments:**

31 Chairwoman Spencer called for comments from the public.

1 There being no comments from the public, Chairwoman Spencer continued the meeting.

2 **Special Recognition:**

3 **Introduction of New Employees**

4 Wesley Smith, Health Director, introduced Jenna Brinn, RN, Public Health Nurse I (Working
5 Against PH Nurse II), WIC Coordinator and Stephanie Watson, Accounting Clerk IV Hydeland
6 Home Care Agency.

7 Jenna was hired on May 23, 2012 as a part-time Registered Nurse to coordinate our agency's
8 Women, Infants and Children (WIC) Program. Jenna received her Associates Degree in Nursing
9 from Beaufort County Community College in 2005, and resides in Swan Quarter. Prior to
10 joining the health department, she previously worked as a staff nurse at Pitt County Memorial
11 Hospital. She also currently works for Community Home Care and Hospice in Engelhard.
12 Jenna came to us with "glowing" references, and is proving to be very versatile. She has an
13 interest in nutrition and a passion for working with breast-feeding moms. In addition to
14 coordinating our WIC program, we are hoping to involve her in our Pregnancy Care
15 Management (PCM) and Care Coordination for Children (CC4C) programs. These programs
16 will be returning to the responsibility of Hyde County Health Department, as the Memorandum
17 of Understanding we had with Beaufort County Health Department was terminated by BCHD
18 effective the end of August 2012. We are very fortunate to have Jenna on our team!

19 Stephanie was hired on June 13, 2012 as a full-time Accounting Clerk IV for Hydeland Home
20 Care Agency. In her role, she will provide administrative support to home health staff and the
21 Health Director in areas of third-party billing, record management, ordering of supplies, and
22 other clerical duties as directed. Stephanie received her Associates Degree in Merchandising
23 from Bauder College in Atlanta, GA in 1993, and resides in Swan Quarter. Realizing some time
24 later on that Merchandising was not a good fit for her, she began a career in health care and has
25 worked for the past 12 years with physicians and most recently Pungo District Hospital in duties
26 such as insurance billing and coding, verifying patient accounts, customer services and supplies
27 inventory to name a few. Stephanie came to us also with "glowing" references, and is gradually
28 getting familiar with home health billing and related procedures. Stephanie received some
29 training from outgoing Accounting Clerk IV Linda Meekins, and is currently "shadowing"
30 billing staff at Martin/Tyrrell/Washington Health District. As with Jenna, we are very fortunate
31 to have Stephanie on our team.

32 **Introduction of Planning Director Assistant**

33 Tammy Blake, Human Resources Director, introduced Averil Simmons, Planning Director
34 Assistant. Averil previously worked with the County in several capacities including past
35 Planning Department projects. She is currently enrolled at Pitt Community College and hopes to
36 complete her Associates Degree in the near future.

1 **Employee of the Month**

2 Chairwoman Spencer introduced Corrinne Gibbs, Finance Officer, as the August Employee of
3 the Month. Ms. Spencer reported that Corrinne stepped into the role of Finance Officer at one of
4 the busiest times of the year in the Finance office, and shortly after worked tirelessly to manage
5 the paperwork associated with FEMA recovery. All the while, she has patiently trained new
6 employees and carried her duties with proficiency.

7 **Items of Consideration:**

8 **No Parking Area Near Mattamuskeet Lodge**

9 Chairwoman Spencer reported that at the last Board meeting, a citizen expressed concern about
10 the lack of available parking for citizens to crab at the control gates on Mattamuskeet Refuge in
11 New Holland. Mark Carawan and Don Blount have both requested further discussion with the
12 Board on this issue. On August 2, 2010 the Board passed Resolution to Designate a Portion of
13 New Holland Road (SR 1330) as "No Parking". In order for NC DOT to make changes, the
14 Board has to overturn the original resolution or pass another that withdraws support.

15 No action was taken for lack of a motion.

16 **ADAP Center Program Continuation**

17 Gloria Spencer, Department of Social Services (DSS) Director, reported that the ADAP Center
18 Program no longer operates at no cost to the County. During deliberations for the 2011-2012
19 Budget, it was decided that the County would give the program one more year to become
20 financially sustainable. Upon year-end closeout, it appears that the program has not reached that
21 status.

22 Correspondence from Mike Kupecki, Assistant Director, ECBH, dated August 2, 2012, indicated
23 that ECBH will work with Hyde County around the repayment and that it is absolutely
24 committed to maintaining services for these consumers and families if Hyde County decides to
25 close the program.

26 Corrinne Gibbs, Finance Officer, reported that Hyde County can pay the proposed settlement of
27 \$5,600. Any further payment will have to come from the General Fund.

28 After discussion with Gloria Spencer and Alice Mackey, Manager Smith was directed to 1) send
29 a letter to ECBH requesting written documentation of ECBH's intent to provide services to the
30 ADAP clients; and to 2) invite ECBH to have a representative present its plans to the Board at
31 the next regularly scheduled meeting on September 4, 2012.

32 **Revised Animal Control Dispatch Protocol**

Wesley Smith, Health Director, presented the revised dispatch protocol for Animal Control to reflect the cuts made in the 2012-2013 budget.

ANIMAL CONTROL DISPATCH PROTOCOL Effective July 1, 2012

1. Any bite to a human by a dog or cat regardless of the vaccination status of the animal.
2. Any dog or cat that has contact with a potentially rabid animal, i.e. raccoon, fox (red and grey), coyote, bat (all species) bobcat, or beaver.
* Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225
3. Any bite to a human by a wild animal listed in #2.
* Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225
4. Any non-bite contact by human with a potentially rabid animal listed in #2. A non-bite means getting saliva or central nervous system tissue from a potentially rabid animal into an open wound or in the eyes, nose, or mouth.
* Wildlife Officer to be contacted also to handle wild animals: (252) 216-8225
5. Any at-large dog or cat that attacks a person's pet or livestock and causes bodily harm without being teased, molested, provoked, beaten, tortured, or otherwise harmed.
6. Nuisance calls will not be responded to by Animal Control.

No action required.

Change of Status – Public Health Nurse II from Part-Time to Full-Time

Wesley Smith, Health Director, reported that the Hyde County Health Department is required to provide directly or ensure Care Coordination for Children (CC4C) and Pregnancy Care Management (PCM) case management. Services are provided to Medicaid-eligible women and Medicaid-eligible children residing in Hyde County. CC4C and PCM services are currently being provided by Beaufort County Health Department (BCHD) via agreement between the two agencies. BCHD has notified Hyde County Health Department (HCHD) of their intent to cancel the agreement effective August 31, 2012. Mr. Smith reported that in order for HCHD to provide these services directly, the part-time Public Health Nurse II position (WIC Coordinator) needs to be changed to full-time.

Commissioner Swindell moved to approve the change of status – Public Health Nurse II from part-time to full-time. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

County Emergency Management Mutual Aid Agreement

Justin Gibbs, Emergency Management Director reported that the counties of Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Martin, Pasquotank, Perquimans, Tyrrell and Washington have drafted a mutual aid agreement for the purpose of providing emergency management or any other operational assistance that may be required during an emergency in the 13 county Northeast North Carolina Disaster Awareness Working Group Region. The mutual aid agreement has been reviewed by the county attorneys in each of the respective counties.

Commissioner Tunnell moved to approve and execute the Northeast North Carolina Disaster Awareness Working Group Region Mutual Aid Agreement. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Debris Management and Removal Services Contract

Justin Gibbs, Emergency Management Director, reported that on July 24, 2012, Hyde County Emergency Management issued a Request for Proposals (RFP) for pre-event debris management and removal services. The RFP was advertised in The Washington Daily News and The Coastland Times with a submission deadline of August 1, 2012. An evaluation committee evaluated the four RFP's received. Proposers were interviewed on August 3, 2012.

Bid Tabulation Debris Contract – Hourly Rates			
Unified	Coxwell Disaster Recovery Services	Omni Pinnacle, LLC	DRC Emergency Services, LLC
\$87.22	\$100.09	\$100.54	\$77.83

DRC Emergency Services, LLC was the lowest responsive and responsible bid received. Mr. Gibbs requested Board approval to enter into negotiations with DRC Emergency Services, LLC on terms of the contract proposed with stipulation of ninety (90) days to pay invoices.

Commissioner Styron moved to award the Pre-Event Debris Management and Removal Services Contract to DRC Emergency Services, LLC with stipulation of ninety (90) days to pay invoices and with County Attorney approval. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Agreement to Clean Storm Gutters and Debris from Dike

Daniel Brinn, Tar-Pamlico Technician, reported that maintenance of the Swan Quarter Dike is required by the Natural Resource Conservation Service (NRCS) through an agreement with Hyde County. This Operation and Maintenance Agreement dated August 5, 2002 and April 2006 Addendum state that the sponsor, Hyde County, will maintain curb/gutter drainage system as designed. A yearly assessment is received from land and property owners within this dike line for the purpose of making repairs and maintaining the dike as it was designed.

In order for the gutter basins and gates to work properly, yearly inspection and possible maintenance is required to remove debris from these areas so that the drainage system can work as designed. Upon inspection of the gutters on June 12, 2012 the technician reported that

1 twenty-two gutters needed to be cleared of debris and sediment to function properly during a
2 storm or high water event. The gutters and gates are located on Highway 45 between the east
3 and west intersections with Creekside Drive.

4 Hyde Soil and Water Conservation District sought a bid from Victor Chase Gibbs for the
5 cleaning of the storm gutters and clearing of debris around flood gates in the town of Swan
6 Quarter. That bid was in the amount of \$55.00 per storm drain which includes clearing
7 vegetative growth around tide gates for a total amount of \$1210.00 to be taken from appropriated
8 assessment funds.

9 Commissioner Swindell moved to approve bid for \$1210.00 for cleaning of gutters and removal
10 of debris and sediment around flood gates in the town of Swan Quarter. Mr. Byrd seconded the
11 motion. The motion passed on the following vote:

12 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

13 **Sublease Agreement for Airport Terminal Office Space**

14 Fred Holscher, County Attorney, reported that during upcoming construction at the Engelhard
15 Airport Facility, Barnhill Contractors will sublease the facilities located at 470 Airport Road in
16 Engelhard. Terms of the lease will be for a period of 45 days, beginning on July 25, 2012 and
17 ending on September 7, 2012. Rent will be \$500.00. For each day after the 45 day period rent
18 will be \$20.00 a day. Upon termination of the Sublease Agreement, Barnhill Contractors will
19 leave a new View Sonic flat screen monitor, mouse, ThinkCentre Tower, US Robotics Modem
20 and two handheld radios.

21 Commissioner Byrd moved to approve the Sublease Agreement with Barnhill Contractors. Ms.
22 Styron seconded the motion. The motion passed on the following vote:

23 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

24 **Surplus Property on Ocracoke**

25 Fred Holscher, County Attorney, reported that the County has received formal offer to purchase
26 Hyde County Parcel No. X13117, Lot 13 – Block A, Wahab Village, Ocracoke Island. Michael
27 and Paula Schramel offered \$50,000 for the lot and provided Hyde County a \$2,500.00 security
28 deposit.

29 Commissioner Swindell moved to secure an appraisal of the property accepting formal offer to
30 purchase. Mr. Byrd seconded the motion. The motion passed on the following vote:

31 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

32 **Declaration of Surplus Property**

Andrea Gregory, Assistant Finance Officer, asked that the Board declare six mosquito sprayers no longer needed by the Health Department as surplus property.

Mosquito Sprayer	Price
Maxi-Pro ULV 18HP	\$450
Maxi-Pro ULV 18HP	\$450
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350
LECO ULV 18HP	\$350

Commissioner Styron moved to declare the property surplus and sell it on GovDeals. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Appointment to Department of Social Services (DSS) Board

Gloria Spencer, DSS Director, recommended that the Board appoint Minnie Farrow of Swan Quarter to fill the vacant seat on the Hyde County DSS Board.

Commissioner Byrd moved to appoint Minnie Farrow to serve on the Hyde County DSS Board. Mr. Swindell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Appointments to Ocracoke Occupancy Tax Board

Chairwoman Spencer reported that Hyde County Ordinance 38-24 states, in part, that the County Commissioners shall annually appoint occupancy tax advisory committees for Ocracoke Island and for mainland Hyde County.

Commissioner Styron moved to appoint Clayton Gaskill and Frank Brown to serve on the Ocracoke Occupancy Tax Advisory Board. Mr. Tunnell seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Commissioner Styron reported other members on the Ocracoke Occupancy Tax Advisory Board are Wayne Clark, Trudy Austin and Martha Garrish. Appointments to the mainland Occupancy Tax Advisory Board will be made at the next regularly scheduled Board meeting on Tuesday, September 4, 2012.

Budget Request

Mazie Smith, County Manager, reported that in accordance with the FY2011-2012 Budget Ordinance, Article XIX, Section 1, four budget transfers were approved administratively. Additionally, four transfers needed Board approval.

Board Approval Required			
Department	Program	Amount	Explanation
Health	Child Health	10,600.00	Reflects the revised plan for HMHC funds and increases the budget
	Maternal Health	5,000.00	Reflects the revised plan for HMHC funds and decreases the budget
	Family Planning	5600.00	Reflects the revised plan for HMHC funds and decreases the budget
	Animal Control	375.00	Reflects services provided under continued contract with J. M. Eakes

Commissioner Swindell moved to approve the Health Department budget transfers. Mr. Byrd seconded the motion. The motion passed on the following vote:

Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None

Management Reports:

County Commissioners Reports

Commissioner Styron – no report.

Commissioner Byrd – asked if a letter to Mr. Robert Moore in Congressman Jones' office had been written. Manager Smith reported that she had been advised by FEMA representatives to not send the letter because it could hamper arbitration on funds not yet received.

Commissioner Tunnell – commended the Soil & Water Conservation Service staff for work done on the Swan Quarter Dike. He also thanked the Cooperative Extension staff for hosting the Black Land Farm Tour. Mr. Tunnell attended the NC Farm Bureau Commodities meeting in Raleigh.

Commissioner Swindell – reported that he vacationed on Ocracoke.

Commissioner Spencer – reported that she also vacationed on Ocracoke last week. Ms. Spencer commended EMS staff and thanked Melinda Harrell, Editor, Beaufort Hyde News, for a well written article.

County Manager's Report

Manager Smith will give report at the next regularly scheduled Board of Commissioners meeting on September 4, 2012.

Public Comments:

Chairwoman Spencer called for comments from the public.

1 Paula Schramel, Ocracoke – asked who should order the appraisal for the Ocracoke property that
2 she wishes to purchase.

3 Commissioner Styron stated that Hyde County will have the property appraised.

4 Don Blount, New Holland – asked the commissioners to do more research before dismissing his
5 request to remove “No Parking” signs on New Holland road.

6 Mark Carawan, Swan Quarter – thanked the commissioners for its support of the “No Parking”
7 signs.

8 There being no further comments from the public, Chairwoman Spencer continued the meeting.

9 **Closed Session**

10 Commissioner Swindell moved to enter into closed session in accordance with §143-318.11 (6).
11 Mr. Byrd seconded the motion. The motion passed on the following vote:

12 Ayes –Spencer, Styron, Swindell, Swindell and Tunnell Nays – None

13 The Board entered closed session at 8:03 p.m.

14 Commissioner Byrd moved to return from closed session. Mr. Swindell seconded the motion.
15 The motion passed on the following vote:

16 Ayes –Spencer, Styron, Swindell, Swindell and Tunnell Nays – None

17 The Board returned from closed session at 8:30 p.m.

18 **Supplemental Information:**

19 **Department Reports**

20
21 Animal Control Program
22 Health Department
23 Public Information Office
24 Senior Services
25 Tax Department
26 Social Services

27
28 **Other Information**

29
30 Information on Harvesting Methane Gas – Glenn Hockney

31
32 **Meeting Calendar**

33
34 **August, 2012**

1 6th Board of Commissioners Meeting – 6:00p.m.
2 (only one meeting this month)
3 6th – 10th Manager at Public Executive Leadership Academy, SOG
4 16th – 19th NCACC Annual Conference, Raleigh
5

6 **Employment Anniversaries**

7 **August, 2012**

1 st	1970	Linda Basnight, Tax Office
	1995	Jane Hodges, Planning & Development
	1996	Joe Frank Sadler, Public Works
	1999	William Spencer, Public Works
	2004	Esta Spencer, Social Services
	2007	Connie Burleson, Cooperative Extension
	2010	Carricko Bryant, Public Works
5 th	2004	Terine Holloway, Social Services
13 th	2008	Kris Noble, Planning & Development
14 th	1996	Gary Benston, Public Works
	2008	Brandon Berry, Sheriff's Office
16 th	2004	Natalie Wayne, Cooperative Extension
22 nd	2011	Melissa Sadler, Health Department

8
9 Commissioner Byrd moved to adjourn the meeting. Mr. Swindell seconded the motion. The
10 motion passed on the following vote:

11
12 Ayes – Byrd, Spencer, Styron, Swindell and Tunnell Nays – None
13

14 The meeting adjourned at 8:35 P.M.
15

16 Respectfully submitted:
17

18 Minutes approved on the 4th day of September, 2012.
19
20
21

22 Lois Stotesberry, Deputy Clerk
23 Hyde County Board of Commissioners
24

25
26 Sharon Spencer, Chair
27 Hyde County Board of Commissioners

28 Attachments: (none)



Hyde County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Date: 09.04.12

Title: Public Hearing - FY 12 CDBG Funding

Sponsor: Kris Noble **Title:** Planning Director

Agency/Dept.: Office of Economic Development and Planning

Description: The purpose of the Public Hearing is to obtain the views and proposals from the citizens of Hyde County with regard to the determination of priorities for the community development and housing needs of the County.

Attachments: Yes. Public Hearing Notice attached.

Reading number: First

Impact on Budget: Does not increase the budget.

RECOMMENDATION: Hold public hearing.

MOTION MADE BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

MOTION SECONDED BY:

_____ Byrd
_____ Spencer
_____ Styron
_____ Swindell
_____ Tunnell

VOTE:

Byrd
Spencer
Styron
Swindell
Tunnell

Aye

Nay

NOTICE OF PUBLIC HEARING
RELATIVE TO APPLICATION
BY HYDE COUNTY
FOR FUNDING UNDER THE HOUSING AND COMMUNITY
DEVELOPMENT ACT OF 1974, AS AMENDED

Notice is hereby given that the Hyde County Board of Commissioners will conduct a public hearing on Tuesday, September 4, 2012, at 6:00 p.m., or as soon thereafter as the agenda will allow, at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, relative to the intention of the county to apply for FY2012 CDBG funding under Title I of the Housing and Community Development Act.

The purpose of the public hearing is to obtain the views and proposals of the citizens of Hyde County with regard to the determination of priorities for the community development and housing needs of the county.

All citizens are requested and encouraged to attend the public hearing and make comments and suggestions. If additional information is needed, please contact the County Planner's Office at 252/926-4180.

Formal written complaints or comments concerning the application process that are submitted to the County Planner will be responded to within ten working days by the Hyde County Board of Commissioners.

Persons with disabilities or who otherwise need assistance should contact Kris Noble at 252/926-4180 or knoble@hydecountync.gov (TDD # 919/807-4420 or Relay North Carolina TTY# 1-800-735-2962) by Friday, August 31, 2012. Accommodations will be made for all who request assistance with participating in the public hearing.

This information is available in Spanish or any other language upon request. Please contact Kris Noble, County Planner, at 252/926-4180, or at the Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Kris Noble, County Planner, al 252/926-4180 o en Hyde County Government Center, 30 Oyster Creek Road, Swan Quarter, NC, de alojamiento para esta solicitud.



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Citizens

Title:

Agency/Dept.:

Item Title: Public Comments

Attachments: No

Description: Citizens are afforded an opportunity at this time to comment on issues they feel may be of importance to the Commissioners and to their fellow citizens. Comments should be kept to (3) minutes and directed to the entire Board, not just one individual Commissioner, staff member or to a member of the audience. Time for one person cannot be used by another person. Comments that reflect the need for additional assistance will be directed to the County Manager or referred to a future meeting agenda.

Times Read:

Impact on Budget:

Recommendation: Listen for understanding.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay



HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Title:

Items of Consideration

- 1) Hyde County FY2011 PDM Program Project Budget Ordinance Amendment
- 2) Hyde County Transit FY11-12 and FY12-13 ROAP Funding Revisions
- 3) East Carolina Behavioral Health (ECBH) - Commitment to Hyde County ADAP
- 4) BHM Regional Library
- 5) Historic Courthouse Lease
- 6) Chris Williams - Subdivision Variance Request
- 7) GovDeals Surplus Items
- 8) Appointments - Mainland Occupancy Tax Board
- 9) Region 9 Community Transformation Project Grant Application
- 10) Lease with Forest Service for Tanks at Airport
- 11) Scenic Byway Signs Grant Match
- 12) Public Safety Center Indoor Air Quality
- 13) Letter - Request for FEMA Assistance

Recommendation: Discussion and approval.

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Aye

Nay



HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Kris Noble

Title: Planning Director

Agency/Dept.: Hyde County Government

Item Title: Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program Project Budget Ordinance Amendment

Attachments: Yes

Description: Ammended ordinance to include owner contribution.

Times Read: First

Impact on Budget: Increases Capital Budget

Recommendation: Approve.

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM
Project Budget Ordinance

Be it ordained by the Hyde County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Hyde County FY2011 Pre-Disaster Mitigation (PDM) Program described in the work statement contained in the grant agreement (#PDMC-PJ-04-NC-2011-001) between Hyde County and the North Carolina Division of Emergency Management. This project is more familiarly known as the Hyde County FY2011 PDM Project.

Section 2. Hyde County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Division of Emergency Management, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>C-1: FY2011 PDM Program</u>	
PDM Grant	\$411,282.75
Owner Contributions	\$137,094.25
Total	\$548,377.00

Section 4. The following amounts are appropriated for the project activities:

<u>C-1: FY2011 PDM Program</u>	
Project Budget	\$548,377.00

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Division of Emergency Management required by the grant agreement(s) and federal and state regulations.

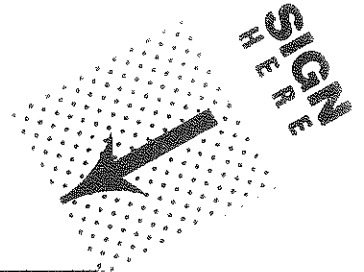
Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Division of Emergency Management in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this ____ day of August, 2012,



Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

Lois Stotesberry, Deputy Clerk to the Board

HYDE COUNTY FY2011 PRE-DISASTER MITIGATION (PDM) PROGRAM
Project Budget Ordinance

Be it ordained by the Hyde County Board of Commissioners, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

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Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

<u>C-1: FY2011 PDM Program</u>	PDM Grant	\$411,282.75
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Section 4. The following amounts are appropriated for the project activities:

<u>C-1: FY2011 PDM Program</u>	Project Budget	\$411,282.75
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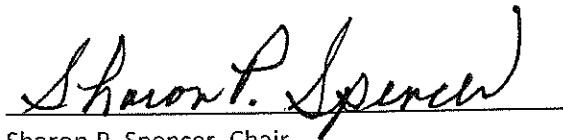
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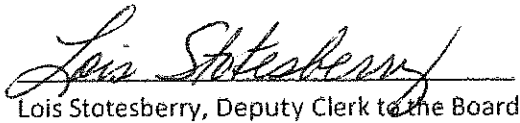
Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this ~~16th~~ day of July, 2012,

A handwritten signature in cursive script, reading "Sharon P. Spencer", written over a horizontal line.

Sharon P. Spencer, Chair
Hyde County Board of Commissioners

ATTEST:

A handwritten signature in cursive script, reading "Lois Stotesberry", written over a horizontal line.

Lois Stotesberry, Deputy Clerk to the Board



HYDE COUNTY

NORTH CAROLINA

Since 1712

Item Number:

Meeting Date: 9.4.12

Presenter(s): Beverly Paul

Title: Director

Agency/Dept.: Hyde County Transit

Item Title: FY11-12 Rural Operating Assistance Program- REVISION
FY12-13 Rural Operating Assistance Program- REVISION

Attachments: Yes

Description: FY11-12 ROAP Funding for Public Transportation Assistance
REVISIONS Necessary to Clear Grant Balances

FY12-13 ROAP Funding for Public Transportation Assistance
REVISED Grant Allocations Based on New Allocations sent from NCDOT

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Enjoy!

MOTION MADE BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

MOTION SECONDED BY:

_____ A. Byrd
_____ B. Swindell
_____ D. Styron
_____ D. Tunnell
_____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

FY11-12 Rural Operations Assistance Program
July 1, 2011 through June 30, 2012

Elderly/Disabled Program	FY11-12 Allocation	Expenditures	Balance	Revision Needed	Pass Trips	Cost/Pass. Trip
Hyde County Transit	\$23,942.00	\$20,926.39	\$3,015.61	(\$3,015.61)	3064	\$6.83
Mattamuskeet Senior Center	\$14,500.00	\$17,245.98	(\$2,745.98)	\$2,745.98	1586	\$10.87
Ocracoke Program	\$8,000.00	\$8,269.63	(\$269.63)	\$269.63	734	\$11.27
Total EDTAP	\$46,442.00	\$46,442.00	\$0.00		5384	\$8.63

Rural General Public	FY11-12 Allocation	Expenditures	Balance	Revision Needed	Pass Trips	Cost/Pass. Trip
Hyde County Transit	\$38,036.00	\$35,887.51	\$2,148.49	\$0.00	5391	\$6.66

Employment Transportation Fund	FY11-12 Allocation	Expenditures	Balance	Revision Needed	Pass Trips	Cost/Pass. Trip
Hyde County Transit	\$5,976.00	\$5,976.00	\$0.00	\$0.00	769	\$7.77

Last Reported State Average for Cost/Pass. Trip	\$9.47
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FY2013 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program			Employment Transportation Assistance Program			Rural General Public Transportation		
	Proposed			Proposed			Proposed		
	Amount of request to be suballocated	Number of One Way Passenger Trips		Amount of request to be suballocated	Number of One Way Passenger Trips		Amount of request to be suballocated	Number of One Way Passenger Trips	
Ocracoke Program	\$8,800	808		\$0			\$0		
Hyde County Transit	\$21,846	2661		\$5,505	600		\$45,147		5833
Mattamuskeet Senior Center	\$14,500	1301		\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
	\$0			\$0			\$0		
TOTAL AMOUNT	\$45,146	4770		\$5,505	600		\$45,147		5833

[illegible]

County of Hyde

Name of Applicant (County)

Signature - MDS Reviewer

FY2013 ROAP Sub-Allocation Worksheet

Agencies Receiving Sub-Allocations	Elderly and Disabled Transportation Assistance Program		Employment Transportation Assistance Program		Rural General Public Transportation	
	Proposed		Proposed		Proposed	
	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips	Amount of request to be suballocated	Number of One Way Passenger Trips
Ocracoke Program	\$8,800	808	\$0		\$0	
Hyde County Transit	\$18,907	2303	\$5,083	553	\$42,833	5534
Mattamuskeet Senior Center	\$14,500	1301	\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
	\$0		\$0		\$0	
TOTAL AMOUNT	\$42,207	4412	\$5,083	553	\$42,833	5534

[illegible]

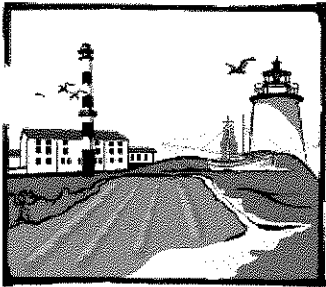
County of Hyde

Name of Applicant (County)

Signature - MDS Reviewer

Sent 8-6-11 from
NCDOT/PTD

COUNTIES	EDTAP Formula Funds	EDTAP Addtl Funds	Revised EDTAP Program Total	EMPL Formula Funds	EMPL Addtl Funds	Revised EMPL Program Total	RGP Formula Funds	RGP Addtl Funds	Revised RGP Program Total	TOTAL 2013
Currituck	\$34,911	\$13,435	\$48,346	\$7,304	\$0	\$7,304	\$32,848	\$21,172	\$54,020	\$109,670
Dare	\$36,865	\$14,110	\$50,775	\$10,511	\$0	\$10,511	\$36,837	\$23,743	\$60,580	\$121,866
Davidson	\$71,839	\$27,645	\$99,484	\$39,867	\$0	\$39,867	\$63,988	\$54,133	\$138,121	\$277,472
Davie	\$40,399	\$15,547	\$55,946	\$13,717	\$0	\$13,717	\$39,652	\$25,557	\$65,209	\$134,872
Duplin	\$45,556	\$17,531	\$63,087	\$23,707	\$0	\$23,707	\$46,220	\$29,790	\$76,010	\$162,804
Durham	\$83,799	\$32,248	\$116,047	\$38,260	\$0	\$38,260	\$37,541	\$24,196	\$61,737	\$216,044
Eastern Band of Cherokee	\$0	\$0	\$0	\$0	\$0	\$0	\$27,219	\$17,543	\$44,762	\$44,762
Edgecombe	\$45,433	\$17,484	\$62,917	\$51,457	\$0	\$51,457	\$38,948	\$25,104	\$64,052	\$178,426
Forsyth	\$107,199	\$41,252	\$148,451	\$51,952	\$0	\$51,952	\$0	\$0	\$0	\$200,403
Franklin	\$44,145	\$16,988	\$61,133	\$16,677	\$0	\$16,677	\$47,158	\$30,395	\$77,553	\$155,363
Gaston	\$83,728	\$32,221	\$115,949	\$39,619	\$0	\$39,619	\$75,309	\$48,539	\$123,848	\$279,416
Gates	\$32,112	\$12,358	\$44,470	\$5,946	\$0	\$5,946	\$28,626	\$18,450	\$47,076	\$97,492
Graham	\$31,528	\$12,133	\$43,661	\$4,466	\$0	\$4,466	\$26,984	\$17,392	\$44,376	\$92,503
Granville	\$44,029	\$16,944	\$60,973	\$18,157	\$0	\$18,157	\$46,924	\$30,244	\$77,168	\$166,298
Greene	\$34,093	\$13,120	\$47,213	\$8,660	\$0	\$8,660	\$32,146	\$20,718	\$52,864	\$108,737
Guilford	\$142,178	\$54,713	\$196,891	\$75,386	\$0	\$75,386	\$69,679	\$44,910	\$114,589	\$386,866
Halifax	\$46,257	\$17,801	\$64,058	\$21,487	\$0	\$21,487	\$44,812	\$28,883	\$73,695	\$159,240
Harnett	\$55,245	\$21,261	\$76,506	\$31,479	\$0	\$31,479	\$67,801	\$43,701	\$111,502	\$219,487
Haywood	\$47,305	\$18,205	\$65,510	\$27,037	\$0	\$27,037	\$36,368	\$23,441	\$59,809	\$152,356
Henderson	\$61,784	\$23,776	\$85,560	\$27,532	\$0	\$27,532	\$59,591	\$38,409	\$98,000	\$211,092
Hertford	\$36,901	\$14,201	\$51,102	\$10,387	\$0	\$10,387	\$33,318	\$21,474	\$54,792	\$116,281
Hoke	\$39,350	\$15,143	\$54,493	\$14,703	\$0	\$14,703	\$41,763	\$26,918	\$68,681	\$137,877
Hyde	\$30,478	\$11,729	\$42,207	\$5,083	\$0	\$5,083	\$26,046	\$16,787	\$42,833	\$90,123
Iredell	\$67,515	\$25,981	\$93,496	\$49,980	\$0	\$49,980	\$84,692	\$54,586	\$139,278	\$282,754
Jackson	\$39,356	\$15,145	\$54,501	\$10,880	\$0	\$10,880	\$36,837	\$23,743	\$60,580	\$125,961
Johnston	\$68,691	\$26,435	\$95,126	\$39,127	\$0	\$39,127	\$88,446	\$57,007	\$145,453	\$279,706



Since 1712

HYDE COUNTY

NORTH CAROLINA

Meeting Date: 09.04.12

Presenter(s): Cindy Ehlers

Title: Assistant Director of Clinical Operations

Agency/Dept.: East Carolina Behavioral Health

Item Title: Discussion of Options for ADAP Center Operations

Attachments: Yes

Description: As requested by the Commissioners, Ms. Cindy Ehlers with East Carolina Behavioral Health will answer questions and discuss options for continuing operations of the ADAP Center.

Times Read: First

Impact on Budget: Does not increase the budget.

Recommendation: Question for understanding

MOTION MADE BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

MOTION SECONDED BY:

____ A. Byrd
____ B. Swindell
____ D. Styron
____ D. Tunnell
____ S. Spencer

Vote:

A. Byrd
B. Swindell
D. Styron
D. Tunnell
S. Spencer

Aye

Nay

August 21, 2012

Ms. Mazie Smith
Hyde County Manager
P. O. Box 188
Swan Quarter, NC 27885

Dear Ms. Smith;


I have received your letter requesting clarification that East Carolina Behavioral Health (ECBH) continues have a commitment to the consumers currently served by the Day Activity Program operated by the Hyde County Department of Social Services. I can assure you without reservation that is the case. ECBH is strongly committed to all people with mental health, developmental disabilities and substance use disorders in Hyde County and throughout our 19 county catchment area.

I realize that the Day Activity Program has struggled financially in the past year. A reduction in the number of people served while maintaining the existing staffing levels has contributed to those challenges. As we have discussed with Alice Mackey and Gloria Spencer, ECBH is very open to settling with Hyde County on an expenditure basis – rather than on a fee-for-service basis – for the fiscal year that ended June 30, 2012, if that would be favorable to the County. We understand the program spent more than it earned on a fee-for-service basis last year. We have asked Ms. Mackey and Ms. Spencer to submit information on the total expenditures, total revenues, and the total loss incurred by the program to our Assistant Director for Administration, Joy Futrell, by the end of August 2012, to document the additional funds that would be due to the County based upon the net expenditures of the program.

Moving forward, we are committed to working with the County to determine the best way to ensure that these Hyde County residents receive the services they need and deserve. We are open to exploring changes in the way the program is staffed, some level of additional funding, or other options that may be more person-centered and uniquely tailored to each participant's needs than the Day Activity Program. I regret that I will not be able to attend the Commissioners Meeting on September 4, 2012; I have a meeting that has been scheduled for more than a month at that same time which will preclude my attendance. I would welcome the opportunity to present at another date to discuss this issue. In the meantime, I would request that Ms. Mackey and Ms. Spencer submit the requested financial information to Ms. Futrell so that we can close the books on the past fiscal year in the manner that is most beneficial to Hyde County.

Please be assured of ECBH's commitment to the consumers in Hyde County. Please do not hesitate to contact me if you have questions.

Sincerely,


Leza Wainwright

cc: The Honorable Sharon Spencer



Since 1712

HYDE COUNTY

NORTH CAROLINA

August 13, 2012

East Carolina Behavioral Health
Leza Wainwright, Executive Director
1708 E. Arlington Blvd.
Greenville, NC 27858

Ms. Wainwright:

Over several months, we have been discussing the future of the Hyde ADAP (Adult Day Activities Program). Over the last three years we have tried to maintain the ADAP with the guidance of the Director of Social Services, Ms. Gloria Spencer. We housed the program under this department three year ago because we felt this is where it would best be monitored.

The program is very important to Hyde County and for this reason we chose to take it under our wings. We understood that there would be some challenges because it was the first time a county department had taken over a mental health day program. Hyde County took on the challenges with no assistance from any outside agency except for the ADAP staff with their years of experience, and knowledge. We have lost several people over the last three years due to deaths and relocations, however we have done everything possible to recruit new consumers who would fit in the program. Due to state policy staff has not been reduced because of client – staff ratio.

We have looked into getting accreditation but due to budget restraints it was not feasible.

After meeting with the Alice Mackey, ADAP Supervisor, on August 6, 2012, I was instructed to request in writing (before a decision is made) the commitment ECBH, LME has to the consumers for future services. We would appreciate your official response before the next regularly scheduled County Commissioners meeting on Tuesday, September 4, 2012. You are invited to make presentation to the Commissioners to clarify continued support of the ADAP clients at the September 4th meeting.

Again, thank you for your assistance with this matter.

A handwritten signature in cursive script that reads "Maggie Smith".

County Manager